

**TUSCOLA COUNTY  
54<sup>TH</sup> CIRCUIT COURT/FAMILY DIVISION  
JOB POSTING**

**POSITION:** Friend of the Court Director/Attorney

**EFFECTIVE DATE:** January 1, 2013 – position will be opened until filled

**SALARY RANGE:** \$56,582 - \$67,503

**JOB DESCRIPTION:** (full description available upon request)

**Summary:** Directs staff engaged in investigating, enforcing and processing domestic relations cases as outlined by statutes and court rules. Directs the administrative functions of the office including financial management and accounting, research and planning, policy development, and related areas. Office procedures are governed by statute and must be executed accordingly. The work is performed under the direct supervision of the Court Administrator and the general supervision of the Chief Judge of the Circuit Court according to policy and procedures.

**Education and Experience:** Experience or education in 1 or more of the following fields: human service or behavioral science field; family law; administration; and a licensed attorney. Two to three years of domestic relations experience including prior supervisory experience preferred.

**Send application (available at [www.tuscolacounty.org](http://www.tuscolacounty.org)) along with your resume to:**

**Donna L. Fraczek, Court Administrator  
440 North State Street  
Caro, MI 48723**

Any questions concerning this position may be addressed to:  
Donna L. Fraczek [dfraczek@tuscolacounty.org](mailto:dfraczek@tuscolacounty.org)

**TUSCOLA COUNTY  
54<sup>TH</sup> CIRCUIT COURT  
FAMILY DIVISION – FOC/Attorney  
JOB DESCRIPTION**

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**JOB TITLE:** FRIEND OF THE COURT/Attorney

**REPORTS TO:** COURT ADMINISTRATOR

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**SUMMARY**

Directs staff engaged in investigating, enforcing and processing domestic relations cases as outlined by statutes and court rules. Directs the administrative functions of the office including financial management and accounting, research and planning, policy development, and related areas. Office procedures are governed by statute and must be executed accordingly. The work is performed under the direct supervision of the Court Administrator and the general supervision of the Chief Circuit Court Judge according to policy and procedures.

**Examples of Work: (Illustrative only)**

- Directs activities of the FOC staff and is responsible for personnel management and labor relations functions, including hiring decisions, orientation of staff, training staff, assigning work, evaluating work performance and assistance in disciplining.
- Meets with clients prior to scheduled support and medical enforcement show cause hearings and attempts to obtain voluntary compliance with court orders and satisfactory resolution of account arrearages.
- Prepares FOC budget for court administrator and judicial review and approval. Presents budget to county board.
- Develops and implements policies and procedure to improve services, and to ensure that operations are in compliance with applicable statutes and court rules.
- Ensures case processing, cash receipting and processing, investigative and enforcement policies and procedures are in compliance with applicable statutes, court rules and accepted accounting practices and financial controls.
- Meets with the court administrator, judge and auditors regarding audits of FOC financial records and controls. Consults with the court administrator and judge regarding audit findings and implementation of audit recommendations. Ensures that audit recommendations are implemented.

- Meets and confers with the court administrator, judges and staff to discuss case processing activities, concerns, problems and administrative matters; explains policies and procedures, and answers questions about FOC operations.
- Meets to clients, attorneys and FOC patrons to address complaints and questions about FOC operations, policies and procedures. Investigates complaints and takes appropriate action to resolve complaints.
- Represents the office to the county board of commissioners, community agencies, news media, local bar and other agencies and organizations. Explains office policies and procedures, discusses case dispositions, addresses service issues, responds to service requests and coordinates programs and services.
- Any other duty as assigned by the court administrator.

**Required Knowledge, Skills, and Abilities:** Adequate working knowledge of Federal and State laws and Court policies related to domestic relations; satisfactory working knowledge of the MiCSES computer system and possess the ability to make independent decisions in accordance with the law and policy. Basic PC knowledge, basic arithmetic and good grammar skills, ability to follow complex oral and written directions.

At all times, demonstrate a willingness and ability to treat litigants with dignity and respect; maintain a positive attitude and collaborate with other employees and agencies to provide excellent public service. Show good judgment, tact and courtesy to others. Possess the ability to accept change in duties or office policies and practices based upon the needs of the Court.

Ability to sit and stand for prolonged periods of time. Ability to lift weights of up to 50 pounds. Ability to stoop, bend, reach and turn while performing duties at a desk. Adequate visual acuity with corrective lenses for reading a computer screen. Adequate hearing comprehension to use the phone and answer questions. Ability to communicate by telephone with clients. Physical ability to operate office equipment as required.

**Education and Experience:** Experience or education in 1 or more of the following fields: human service or behavioral science field; family law; administration; or a licensed attorney. Two to three years of domestic relations experience including prior supervisory experience preferred.